

POLICY

TITLE:	RELOCATION ASSISTANCE POLICY		
DIVISION:	OPERATIONS		
ADOPTED BY:	CEO		
DATE OF ADOPTION:	26 April 2023	DATE OF REVIEW:	26 April 2028
POLICY NUMBER:	HR16		
LEGISLATIVE REF:	Fair Work Act		

THIS POLICY APPLIES TO: All Council employees

SUMMARY

Barkly Regional Council provides support for employees who relocate at its request. Relocation Allowance also applies to those employees recruited from locations where their normal place of residence is greater than 100 kilometres from their place of employment. This policy outlines the extent and conditions that apply to payment of Relocation Assistance.

POLICY

1. Any new employee recruited from outside the Barkly Region and required to take up residence within the region of Council is eligible to seek relocation assistance. Similarly, any employee who transfers internally either at the request of, or with the agreement of, Council is eligible for relocation assistance.
2. A new employee who is recruited at the location where they are required to be employed is not entitled to relocation assistance. For example, a new employee who applies for the position indicating Tennant Creek as their normal place of residence and is employed at Council's Regional Office, is not entitled to assistance.
3. In all instances, the Chief Executive Officer has discretionary authority to determine a level of assistance for relocation that may be provided in an especial circumstance. In determining a particular situation, the Chief Executive Officer will use this policy as a base.
4. Where an employee initiates a transfer from one community to another, relocation assistance will only be granted in exceptional circumstances at the discretion of the Chief Executive Officer and delegate. If the transfer is as a result of a request by Council, any transfer costs between the two centres will be covered by Council.
5. Relocation assistance will cover relocation and insurance of household goods and furniture, personal vehicles, and travel by members of an employee's family from the person's normal place of residence to the community where they are to be employed. Cleaning of accommodation is not included in the assistance.

6. Storage of furniture at the place of recruitment or other location will be subject to the conditional approval of the Chief Executive Officer.
7. There is no obligation on Council to relocate an employee back to their original place of recruitment or residence after the cessation of their employment unless such an agreement is incorporated in a written contract or agreement at the time of recruitment.
8. The maximum relocation assistance for reasonable travel and accommodation costs will be:
 - (i) **All employees:** Up to \$5,000 including airfares (best discounted rate) from their place of employment. If the employee opts to drive a private vehicle, they may cash out the value of the airfare that would have applied.
 - (ii) **Executive staff:** Up to \$20,000 including airfares (best discounted rate) from their place of employment. If the employee opts to drive a private vehicle, they may cash out the value of the airfares that would have applied.
9. Any reimbursement request within agreed amounts shall be accompanied by original tax invoices and receipts to your direct Manager or Director.
10. If dependants do not relocate simultaneously with the employee, a separate claim can be made within the expense limits. Requests for payment of removal expense will not normally be considered unless they are received within six (6) months of the appointee commencing employment.
11. Payment of relocation assistance is made on the condition that if for any reason an employee is terminated during the first six months of employment or resigns within one (1) year of their appointment date, then they will refund to Council the full amount of any relocation assistance received on appointment. Similarly, if an employee resigns between one (1) year and eighteen (18) months of their appointment, 50% will be repayable to Council. The Chief Executive Officer has the discretion to vary the level of repayment under exceptional circumstances.

Approved/~~Not Approved~~



Russell Anderson
A/Chief Executive Officer

26 / 4 /23